

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Finance & Administration Division of Risk Management 2200 Peachtree Summit Building 401 West Peachtree St., N.E. Atlanta, Georgia 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed NOV - 2 1978 78-254 NOV - 7 1978	
4. Person to Contact Verna Sibley		5. Working Title Office Coordinator	
6. Telephone Number 5146		7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void	
8. Dates of Series Earliest Latest 1972 Present	9. Records Series Title (followed by title used in office, if different) Liability Claims Files (Damage to Property)		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Risk Management provides contractor insurance and bonding as required; provides full range of insurance services to MARTA, PBTB, and all insured contractors; and maintains a comprehensive safety program for MARTA, PBTB and all contractors to minimize losses. It also implements a comprehensive construction claims program, which will ensure coordination with related legal matters, while minimizing claims cost. A pre-construction and blasting survey program will be instituted by the division, in addition to maintaining and updating, as required, the Risk Management Program.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Filing of property damage claims with MARTA in connection with the construction of the Rapid Rail System. Included are: Copies of all correspondence, bills, invoices, relative to any damage to property as a result of building the Rapid Transit System. Also included are some photographs, reports of inspections, and abstracts for reporting damages. Title: Liability Accident Notice Form#: Acord-2 File is arranged: Alphabetically by claimant's name			
12. Monthly Reference Rate How often are records referred to which are: One to six months old 40 ; Seven to twelve months old 25 ; Thirteen to twenty-four months old 20 ; twenty-five months and older 10 ?			
13. Annual Rate of Accumulation of Records Letter-size drawers ; Legal-size drawers ; Shelves 2 ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Insurance Carrier's Office
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>10</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other After claim is closed then,

- ☒ Hold in the current files area _____ month(s) 3 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 7 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>Ernie E. Torrey</i>	<u>10/17/78</u>		<i>Wayne G. Gonder</i>	<u>10/24/78</u>
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<i>Lauren H. Solomon</i>	<u>10/17/78</u>		<i>R. Baugh</i>	<u>10/25/78</u>
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<i>Regina Franklin</i>	<u>10/17/78</u>		<i>Canell Hart</i>	<u>11-6-78</u>
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<i>Robert C. J. - el</i>	<u>10/18/78</u>			